

CONFIDENTIAL

85-3375/5

30 OCT 1985

REGISTRY

FILE: 45-8

MEMORANDUM FOR: Executive Director

SUBJECT: Request for Approval to Incur Expenses under [REDACTED]

1. Approval is requested to incur expenses allowed under [REDACTED]

2. I believe the expenditure of appropriate funds is authorized under [REDACTED] for the costs for (reception, meals, coffee, other [REDACTED],) on 1 November 85 for the purpose of celebrating the cornerstone laying for the Headquarters expansion.

3. Designated Officials (Guests) present including their grade, title, and organizational affiliation will be:

See attached list.

4. Designated Agency Official (Host) present including their grade, title and organizational affiliation will be:

Harry E. Fitzwater, DDA.

5. Other guests present including their grade, title and organizational affiliation will be:

DCI	-	48	attendees (led by DCI and DDCI)
DA	-	52	attendees (led by DDA)
DI	-	38	attendees (led by DDI)
DO	-	36	attendees (led by DOD)
DDS&T	-	29	attendees (led by DDS&T)


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6. I certify that the attendance of the individuals listed in paragraphs 4 and 5 is considered essential to the conduct of official Government business and further, that the function will facilitate the accomplishment of the DCI's duties and responsibilities.

7. The estimated cost of this function is \$2,729.75.

25X1


Harry E. Fitzwater, Deputy Director
for Administration
Office Head or Division Chief

I certify the availability of funds in the amount indicated in paragraph 7.

Budget and Fiscal Officer, DCI

APPROVED:

Executive Director

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1 - DDA Subject

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